

**Governors Present:** Ian Oakes (Chair)

Sheila Bratt

Angela Davis

David Davis (*arrived 6.10 pm*)

Will Edmondson

Toby Hooper

Michael Kitcatt

Iain Macleod

Deborah Tiffany

Richard Reece

Sarah Shimmin

Gill Slater (Vice Chair) (*arrived 6.10 pm*)

Sue Howell

**In Attendance:**

Ed Senior

(Deputy Principal)

Ruth Taylor

(Clerk to the Governing Body)

Barbara Clements

(Finance Manager)

*The Chair welcomed everyone to the meeting and thanked them for their attendance.*

**1. Apologies and Appointments**

Apologies were received from Mel Allcott, Rich Morgan, Mike McCreedy, Alex Daw and Barbara Saraiva. Sheila Bratt gave notice that she would need to leave the meeting early.

- (i) The Clerk advised that she had received one expression of interest in the role of Chair and two expressions of interest in the role of Vice Chair.

*(Gill Slater, Deborah Tiffany and Toby Hooper left the meeting at this point.)*

The Governing Body unanimously **appointed** Gill Slater as Chair of the Governing Body for a period of four years with effect from 1.1.17.

*(Gill Slater joined the meeting at this point.)*

The Governing Body by majority vote **appointed** Deborah Tiffany as Vice Chair for a period of four years with effect from 1.1.17.

*(Deborah Tiffany and Toby Hooper joined the meeting at this point.)*

- (ii) The Governing Body **approved** the appointment of Alex Daw as Staff Governor and a member of the Quality Committee for a period of two years, with effect from 15<sup>th</sup> December 2017.  
The Governing Body **approved** the appointment of Barbara Saraiva as Student Governor and a member of the Quality Committee for a period of two years, with effect from 15<sup>th</sup> December 2017.
- (iii) The Governing Body **approved** the re-appointment of Deborah Tiffany as a Governor and a member of the Quality Committee for a period of four years.

## 2. Opening Standing Items

- (i) No declarations of interest were received.
- (ii) Those parts of the agenda, which referred to individual students or members of staff, sensitive contracts or issues, were identified as confidential to the Governing Body.
- (iii) No urgent items were identified although the Finance Manager gave notice that she had an update from the Bank. The Governing Body **agreed** to deal with this at item 4 on the agenda.

## 3. Minutes

### GB meeting held on 12<sup>th</sup> October 2016

The minutes of the meeting were **confirmed** as a correct record and signed by the Chair. An update was received on the action points arising from the minutes and those action points outstanding are shown below. The Principal reported that:

- An increased broadband was up and running. (The Staff and Student Governors commented that the Wi-Fi provision was much improved.)
- The Head at Nunnery Wood academy was still keen to proceed with additional gym facilities but that he had no further progress to report.
- He had a meeting the following day with Angela Davis and a marketing consultant with regard to evaluating the College marketing including canvassing Year 10 students' perceptions.

The Governing Body **noted** the information provided.

## 4. Academisation

The Principal confirmed that both the application to convert to a MAT and the application for Restructuring Funds had been submitted before the deadline and had been acknowledged by the DfE. He had recently received a request from the Transaction Unit for a meeting with the Principal and a member of the Restructuring Fund Team. The Principal commented in response to questions that:

- He understood that Hereford SFC application to convert to an academy had been approved by the Head teachers' Board.
- He expected that the terms of any restructuring loan would be preferential and it might be possible for the College to repay part of the loan.

The Finance Manager reported that the Bank's local representative had advised that the Bank would not agree to novate the College loan to the MAT. The Principal reported that there appeared to be a disconnect between what was being said nationally (that loans would be novated) and the view of local Bank branches. The local representative had agreed to make further enquiries with regard to novating the loan when the College managed to secure a funding agreement for the MAT.

The Governing Body **received** the notes of the Academy Working Group.

The Governing Body **approved** the Steps Plan provided by Browne Jacobson as attached to the agenda.

## 5. Stakeholder Voice

The Governing Body received very positive feedback from those Governors who had visited the College since the date of the last meeting. The Chair thanked governors for taking the time to visit the college and to the Principal's PA, Jo Payne, for arranging the visits. Iain Macleod commented that in his experience when visiting the College, staff had been very open and informative, happy to share their time, thoughts and reflections with him.

The Staff Governor commented that she had thoroughly enjoyed the College Production, 'Oh what a Lovely War'. The Principal concurred and stated that he had received a lot of positive feedback regarding the performance. The Student Governor commented that he and his peers had been pleased with the recent Wi-Fi improvements as the previous situation had been problematic for them. The Parent Governor had no issues that she wished to raised.

## 6. Quality Assurance

### (i) Quality Committee minutes: 16.11.16

The Chair of the Quality Committee presented the minutes highlighting the following:

- The Committee was monitoring the development of an e-mark book which was still in its infancy but was designed to enable all staff to track and react to students' progress.
- The Committee had closely inspected strategies for improvement in maths, chemistry and geography and intended to monitor their progress at the spring meeting along with biology.
- The Committee had studied the draft SAR paying particular attention to the 14 areas of concern identified and discussing the appropriateness of an overall score of 2 (good).

The Governing Body **received** the minutes of the Quality Committee.

The Principal presented the Quality and Development Plan (QDP) for 2016-17 commenting that the content was similar to previous years but contained new numerical targets intended to secure improvements more quickly and included areas identified by Ofsted. In response to questions raised the Deputy Principal confirmed that:

- The blue colour code indicated areas of concern where a critical friend review was in place;
- Management had attempted to target fewer areas to improve focus;
- The areas of concern identified reflected the findings in the SAR;
- The intended creation of a MAT was included in the Plan.

The Governing Body **noted** the information provided and **approved**:

- The SAR for 2015-16
- The Quality and Development Plan for 2016-17
- Governors' key performance indicators for 2016-17 as recommended by the Quality Committee.
- The draft Conference Programme for 4.2.17 as attached to the agenda.

### (ii) Audit Committee minutes: 30.11.16

In the absence of the Chair, Richard Reece presented the Audit Committee minutes highlighting the areas discussed by the Committee. In response to a question, the Principal advised that he had not heard anything recently about the proposed UTC, 'it had all gone very quiet'.

The Chair of the Resources Committee reported that the audit Findings Report had not been available for the Resources Committee to discuss due to circumstances. She was pleased to see that the changes recommended were due to changes in reporting standards and that the points raised by the auditors were minor ones. The Finance Manager reported that the Audit Committee had had an opportunity to discuss the Audit Findings Report and the Audit Committee had accepted that the matters raised by the Auditor were mainly presentational and minor.

The Governing Body **received** the minutes of the Audit Committee, the Audit Committee's Annual Audit Report, the Audit Findings Report from RSM and the Risk Management Report from the College Risk Champion.

The Governing Body **noted** the information provided and **approved** the Audit Plan for 2016-17 as attached to the agenda.

## 7. **Finance and Resources**

### (i) Resources Committee minutes: 23.11.16

The Finance Manager referred governors to the version of the Annual Report and Accounts circulated by email; she confirmed that the final version had been received from the Auditors last Friday. She also reported that she was due to meet with the local Bank representative in January to discuss the Bank's covenants with the College. In response to questions raised she confirmed that the College pension liability was reviewed annually with a tri-annual valuation, and that she intended to see if the Student Council funds could be utilised in year, for example to purchase a new minibus. She reported that it was anticipated that her long term absentee would be returning to work in Finance full time in January.

The Governing Body **noted** the information provided and **approved** the Annual Report and Accounts for 2015-16, and the Student Council Accounts for 2015-16.

The Chair of the Resources Committee presented the minutes highlighting the areas discussed by the Committee. The Governing Body **received** the minutes of the Resources Committee. The Governing Body **approved**:

- A 1% pay increase for support staff and senior post holders backdated to 1/9/16, subject to conclusion of the national negotiations.
- A 1% pay increase from 1/1/17 for teaching staff and senior post holders.
- Revised Financial Regulations as recommended.
- Additional terrorism and crisis resilience insurance cover to be purchased, as recommended.

### (ii) Finance

The Finance Manager presented her report highlighting the following aspects:

- She had introduced a more robust system for credit control.
- A debtors' ledger had been introduced for adult students to facilitate closer monitoring.
- A credit card machine was to be introduced in the cafeteria and she hoped to remove the ATM machine from the College in August 2017.
- Staff shortages had prevented her from achieving improvements within some systems.
- Currently the College was running ahead of budget (was underspent), mostly due to staff savings.

The Staff Governor thanked the Finance Manager for taking time to explain the College accounts to her. The Principal thanked the Finance Manager for doing a sterling job, particularly with staff absences.

The Governing Body **noted** the information provided.

### (iii) Property Update

The Principal reported that the programme of classroom refurbishment was continuing and he hoped that it would be complete by the end of the academic year, with the exception of the old science labs. In response to questions raised he confirmed that staff were happy with the improvements to the accommodation and that almost all staff now had access to their own computer.

The Governing Body **noted** the information provided.

## 8. Closing Standing Items

- (i) Chair's Action: No actions to report.
- (ii) Health and Safety: None.
- (iii) Risk Management:  
The Governing Body reflected on their debate and agreed that no additional risk management issues had been identified.
- (iv) Impact: The Governing Body **agreed** that work by governors on academisation was intended to help to ensure the future of the College for students and improve the provision of services for students. Scrutiny of academic performance and College finances was aimed at securing improved provision of services for students too.
- (v) Any Urgent Business: None
- (vi) Date of Next Meeting: Wednesday, 5<sup>th</sup> April 2017, plus the annual Conference, Saturday 4<sup>th</sup> February 2017.

*The Principal thanked the Chair for all his hard work on behalf of the College. He stated that he was extremely grateful for all the Chair had done for the College. He said that the Chair had supported and challenged the College really well and had made a major contribution to the College's success.*

*The Chair stated that he had enjoyed his time as a governor and was really pleased with the progress achieved in refurbishing the College and building of the Science Wing in particular. He said that he felt the Ofsted Inspections were an opportunity for governors to feel proud of the College and the Governing Body. He urged his peers not to be afraid of change; that the Governing Body was the strongest it had been in the past five years. He expected that the application to academise would be approved and would provide a good base to build upon and move forwards. He thanked the Principal, the management team, the Vice Chairs and the Clerk for their support. He thanked governors for all the work they had done on behalf of the College. He stated that the role of governor was vital and made an impact on students at a critical time in their lives.*

The meeting closed at 7.50 p.m.

Signed: .....  
Ian Oakes (Chair)

Date: .....

**GB ACTION POINTS ARISING FROM MEETING ON 14<sup>TH</sup> DECEMBER 2016**

Report Reference	Action Point	Person Responsible	Completion	Check
GB/14.12.16/	Update Annual Audit Report	BJC	December 2017	

**ACTION POINTS BROUGHT FORWARD**

Report Reference	Action Point	Person Responsible	Completion	Check
GB/13.7.16/5	Report back on how the Q&D Plan and budget are linked	MWK/BJC	RC 15.3.17 GB 5.4.17*	
GB/13.7.16/5	Report back on IT provision, planning, budget and quality assurance	MWK/BJC	RC 15.3.17 GB 5.4.17*	
GB/13.7.16/7(iv)	Report on development of leisure facilities (3G etc)	MWK	RC 15.3.17 GB 5.4.17*	
GB/23.3.16/3	Report back on Y10 perceptions survey and marketing survey	MWK	RC 15.3.17 GB 5.4.17*	

**ACTION POINTS COMPLETED**

Report Reference	Action Point	Person Responsible	Completion	Check
GB/12.10.16/5 (i)	Meeting of AWG	JJP/RET	October 2016	✓
GB/12.10.16/5(ii)	Completion of conversion application form and restructuring grant form	MWK	October 2016	✓
GB/12.10.16/6	Interim solutions to inadequate broadband width	MWK	October 2016	✓
GB/12.10.16/11(iv)	Further report to Resources Committee on implications of reduced funding in 2017	MWK	RC 23.11.16	✓
GB/23.3.16/7(ii)	Report back on Financial Regulations	BJC	GB 14.12.16*	✓

\* Denotes amended dates.